

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

FY 1987 Significant Accomplishments for Procurement Management Staff, OL

FROM:

Chief, Procurement Management Staff, OL

EXTENSION**NO.****DATE**

9 October 1987

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1.
Chief, IMSS/OL

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C O N F I D E N T I A L

PROCUREMENT MANAGEMENT STAFF, OL

FY 1987 SIGNIFICANT ACCOMPLISHMENTS

° Contract Activity

During fiscal year (FY) 1987, the Agency procurement system processed [] funded actions with a value of []

The CONIF Working Group revised the Form 1218, separating the Business Justification (B.J.) from the CONIF Data Summary. The B.J. will be reported in memorandum form, following a specified format. The revised Form 1218 was renamed the CONIF Data Summary and Routing Sheet. Procurement Note 108 will provide instructions for completing the Form 1218, which is to be used beginning in FY 1988. []

° Agency Contract Review Board (ACRB) Activity

During FY 1987, the ACRB reviewed 219 cases with a total contract value of [] This compares to 164 cases with a value of [] million in FY 1986. During the month of September 1987, the ACRB reviewed 48 cases with a total contract value of [] This is the most active year ever experienced by the ACRB. []

° Training

During FY 1987, the most extensive training program ever conducted for the procurement work force in terms of its scope, number of training actions, and budget was planned, administered, and fully executed. []

The Contract Officer Intern (COI) Program was the focus of considerable activity. Interns participated as scheduled in a broad range of internal and external training courses. Additional training actions were held, both individually and on a group basis, with COIs. A training handbook was prepared and distributed to all COIs. []

C O N F I D E N T I A L

C O N F I D E N T I A L

The following in-house training was conducted:

- Management of Defense Acquisition Contracts Basic
- Defense Cost and Price Analysis
- Introduction and Overview of Procurement in CIA
- Agency Practice and Procedures on Noncompetitive Procurements
- Use of Sole Source Justification Forms under the Competition in Contracting Act
- Use of Microcomputers to Support Negotiations Briefing
(Contract Process Course)

The following publications were issued:

- Procurement Training Manual
- Contracting Guide for External Training

° Contract Team Reviews

A procurement management review (PMR) was completed on each of the contract teams in the Directorate of Intelligence, the Office of Research and Development (ORD), and the Foreign Broadcast Information Service. The review reports were completed and forwarded to the Procurement Executive and the Director of Logistics (D/L) for senior management action. They are a major achievement for the Office of Logistics (OL).

° Coopers and Lybrand (C&L) Study Implementation

At the end of the first quarter of FY 1987, Procurement Management Staff (OL/PMS) assumed complete responsibility for the development of all action plans to implement Agency-approved recommendations resulting from the C&L study. These plans have now been totally developed and completed.

° CIA Contracting Manual (CCM)

The CCM and the revised Guide for the Use of Solicitation Provisions and Contract Clauses, Volumes I and II, have been completed, approved, and published. Distribution will take place the first week in October.

C O N F I D E N T I A L

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This effort is the first time in the history of the Agency's procurement system that such a comprehensive manual has been issued. the completion of this effort is a major achievement.

25X1

° Procurement Newsletter

In response to the D/L's request to make the procurement work force more cohesive in light of increased decentralization, OL/PMS initiated a bimonthly newsletter, five issues of which were published. This is the first time ever that an Agency publication of this type has addressed significant procurement matters on a regular basis.

25X1

° Procurement Positions Study

A study entitled "Procurement Positions Required for the Agency Contracting Organization" was prepared in OL, along with recommendations for implementation. This comprehensive study of all contracting elements is the basis for follow-on action by the Agency to staff its restructured procurement system.

25X1

° Increased Competition Goals

✓ A memorandum was prepared and forwarded through the D/L to the Executive Director for signature. The memorandum was then disseminated to all the deputy directors, reminding them of the benefits derived from competition and requesting them to establish competition goals for FY 1987. Each deputy director set goals for his directorate and all offices were advised of the competition goals for their directorate. To assist in monitoring progress, OL/PMS provided all offices with quarterly statistics of their contracting activity. The results for FY 1987 will be analyzed once the fourth quarter statistics become available.

25X1

FY 1987 was the first year an Agencywide effort to encourage competition has been implemented.

25X1

° Procurement System Enhancements

✓ A program to enhance ADP capabilities and applications in the Agency procurement system was developed and initiated in selected areas. OL/PMS planned, purchased, and installed a computer (PC) capability which, with additional hardware and software being added, will serve as the prototype test bed for development of a Local Area Network.

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25X1 ✓ The Office of Technical Service was supported by hardware and systems applications during the negotiation of a major contract. The Contract Process Course is also incorporating a similar computer-supported negotiation exercise.

25X1 ✓ A monthly status report by office and directorate was developed to assist Agency officers in acquisition planning and budget execution in FY 1988.

° Revised Foreign Ownership, Control, or Influence (FOCI) Policy:

25X1 ✓ In conjunction with the Office of Security, a revised FOCI policy was prepared and implemented. This revised policy incorporates major changes to the Agency's security procedures in its industrial contracting environment.

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